

Information About the Completion of the Job Duty Analysis Questionnaire and Job Analysis of Work Demands

The Americans With Disabilities Act of 1990 (ADA) prohibits discrimination in employment against a qualified individual with a disability.

To be protected from job discrimination by the ADA, an individual must meet the definition of an individual with a disability and be qualified to perform the essential functions of the job with or without reasonable accommodation. Keep in mind the following:

1. The individual must satisfy the employer's requirements for the job, such as education, work experience, skills or licenses.
2. The individual must be able to perform the essential functions of the job with or without reasonable accommodation. Essential functions are the fundamental job duties/tasks that the individual must be able to perform with or without the aid of a reasonable accommodation. Essential functions should be viewed as those duties, tasks, or elements that must be performed to accomplish the job, even if the manner in which those functions are performed, or the equipment used in performing them, is different for an employee with a disability from that for an employee who is not disabled.

To comply with the Americans With Disabilities Act, the following should be performed:

- A. Update each Position Information Questionnaire (PIQ) or job description, if not current.
- B. Complete the Job Duty Analysis Questionnaire (SFN 54325) from the information on the PIQ, job description, or any other source indicated on the form.
- C. Complete the Job Analysis of Work Demands (SFN 54326).

The analysis forms should be:

- retained by each agency/division with their documented PIQ or job description information. Do not forward them to HRMS. Supervisors and/or managers may opt to retain copies as working documents.
- reviewed periodically to assess changes in the job. A good time to review them is when an employee's annual performance evaluation is completed, thus all documents pertaining to the individual's job are reviewed and updated at once. These forms do not need to be updated simply because of staff changes.

Upon completion of the analysis, the employer will be able to determine the essential functions of a position.

If the position exists to perform the function, if the duty/task is viewed as important to your agency's operation, if the duty/task is performed with frequency, if there isn't sufficient staff to reassign the marginal duty/task, and if the duty/task cannot be redesigned or performed in another way, the duty/task would be considered an **essential** function of the position.

The **marginal** or non-essential job functions are those that could be redesigned or reassigned to other employees, if necessary.